

MS Project Workshop



TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

This course enables you to use Microsoft Project 2003/2007. This is a highly effective tool to manage projects and is ideal for project managers, team leaders and team members who are new to the project management tool. After the course you will be able to plan a project, schedule and cost the project's activities, assign resources and generate reports.

Course Outline:

- Project management basics
- MS Project basics; Installing MS Project, the menu and views, setting up scheduling and getting help
- Creating a project; Creating tasks, dependencies and constraints, setting up project calendars, resources and availability, costs and estimates
- Viewing projects; View details, printing views and applying filters
- Resolving resources and scheduling conflicts
- Tracking and updating project status
- Reporting in MS Project

Pre-requisites: Canadian Language Benchmark 5-7, personal laptop

Certificate offered: Participants receive a certificate of completion

Tax credit: Tuition tax credit forms will be issued

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information: Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
March 20							✓	✓	
Time	Weeks		Hours		Fee				
9:00 am-2:00 pm	2		10		\$250				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills